

Message

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Sent: 5/14/2019 8:29:11 PM
To: Minter, Douglas [Minter.Douglas@epa.gov]; Diaz, Angelique [Diaz.Angelique@epa.gov]; Lisa Kahn (kahn.lisa@epa.gov) [kahn.lisa@epa.gov]
Subject: travel spreadsheet
Attachments: Travel Projections and Actuals FY19 Post -Realignment .xlsx

Hi all –

I'll let you all decide how you want to track your travel funds – whether to use Rebecca's spreadsheet or if you want to use some other spreadsheet (especially since I know you need to also track HQDI funds). I tried just now to copy/paste the new projected travel for each unit in the sharepoint, but the file will only open as read only for me so I cannot edit the spreadsheet Rebecca showed us this morning. I'll let you know when I am able to add that. For now, here's the spreadsheet we updated last week.

I plan to track my own travel in the sharepoint site (since it's easy and just me).

Thanks,
Sarah

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